

Town of Reading

16 Lowell Street Reading, MA 01867-2683

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COMMUNITY PLANNING AND DEVELOPMENT COMMISSION

ADMINISTRATIVE RULES for Site Plan Review, Section 4.6

SITE PLAN REVIEW GUIDELINES REGULATIONS AND STANDARDS

In accordance with Section 4.6.1.2 of the Reading Zoning Bylaw, the CPDC hereby adopts the following Site Plan Review Guidelines, Regulations and Standards.

DEVELOPMENT REVIEW TEAM MEETING

The Town of Reading Planning Division encourages Applicant's to schedule a Development Review Team Meeting (DRT) to discuss the Applicant's proposal and the procedures or substantive requirements of Site Plan Review. The DRT consist of the Town Planner, Town Engineer, Fire Chief, Police Chief, Health Administrator, Conservation Administrator, Building Inspector, Public Works Director and Town Manager.

To schedule a DRT, the Applicant shall submit 10 sets of the following to the Town Planners Office:

- Project Narrative detailing the proposal, hours of operation, lighting impacts, traffic impacts, parking impacts, proposed landscaping, and architectural details
- Preliminary Site Plan and/or architectural drawings

Upon receipt, the DRT Meeting will be scheduled.

SITE PLAN REVIEW APPLICATION SUBMISSION

Applicants are invited to submit a pre-application sketch of the proposed project to the CPDC and to schedule a comment period at a regular meeting of the CPDC.

The Applicant shall submit fourteen (14) copies of the submission package for Site Plan Review to the CPDC through the Town Planner's Office at least 4 weeks prior to scheduled meeting. The submission shall include the Application, Plans and other materials/documentation as detailed in the Checklist for Site Plan Review. A submission shall not be deemed complete unless the all the items on the Checklist for Site Plan Review are addressed. The Application will be date stamped once the application deemed complete, but within 10 business days of application submission.

Site plans shall be submitted on 24-inch by 36-inch sheets, or larger if necessary for clarity. Plans shall be prepared by a registered professional engineer, registered land surveyor, architect or landscape architect, as appropriate. Dimensions and scales shall be adequate to determine that all requirements are met and to make a complete analysis and evaluation of the proposal.

MINOR SITE PLAN REVIEW APPLICATION SUBMISSION

The Applicant shall submit eight (8) copies of the submission package for Minor Site Plan Review to the CPDC through the Town Planner's Office at least 3 weeks prior to the scheduled meeting. The

submission package shall include the Application, Plans and other materials/documentation as detailed in the Checklist for Minor Site Plan Review. A submission shall not be deemed complete unless the all the items on the Checklist for Minor Site Plan Review are addressed.

WAIVER OF SUBMISSION REQUIREMENTS

The requirement for specific checklist item may be waived by the Town Planner if requested by the Applicant. A copy of the Town Planner's waiver needs to be included in the submission package. Waiving a checklist requirement does not preclude staff from requesting the same material should the need arise during their review.

APPLICATION RESUBMISSION

Any resubmission will require that all materials be included in the resubmission package unless otherwise instructed.

	Provided	Waived
A. Site Plan Review Application		
B. Fee (Certified Check)		
C. Certified Abutters List		
D. Project Narrative and Impact Statement		
1) Municipal Services		
2) Wetlands		
3) Lighting		
4) Trash Removal		
5) Hazardous Materials Storage		
6) Hours of Operation		
7) Construction Impacts		
E. Plain White Envelopes Labeled with Abutters Address (no		
return address)		
F. Locus Plan (at 1'=400', or larger if necessary to show clarity, showing location of property to surrounding area or at 1"=40' scale or larger if necessary to show clarity, showing location of		
showing location of property to surrounding area or at 1"=40' scale or larger if necessary to show clarity, showing location of property to surrounding area:		
showing location of property to surrounding area or at 1"=40' scale or larger if necessary to show clarity, showing location of property to surrounding area: G. Existing Conditions Plan		
showing location of property to surrounding area or at 1"=40' scale or larger if necessary to show clarity, showing location of property to surrounding area: G. Existing Conditions Plan 1) Grading		
showing location of property to surrounding area or at 1"=40' scale or larger if necessary to show clarity, showing location of property to surrounding area: G. Existing Conditions Plan 1) Grading 2) Drainage		
showing location of property to surrounding area or at 1"=40' scale or larger if necessary to show clarity, showing location of property to surrounding area: G. Existing Conditions Plan 1) Grading 2) Drainage 3) Utilities		
showing location of property to surrounding area or at 1"=40' scale or larger if necessary to show clarity, showing location of property to surrounding area: G. Existing Conditions Plan 1) Grading 2) Drainage 3) Utilities 4) Landscaping		
showing location of property to surrounding area or at 1"=40' scale or larger if necessary to show clarity, showing location of property to surrounding area: G. Existing Conditions Plan 1) Grading 2) Drainage 3) Utilities 4) Landscaping 5) Impervious surfaces		
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calculation)		
5) Fencing (include detail)		
6) Walls (include detail)		
7) Walkways (include detail)		
Outdoor Lighting (include specification)		
9) Trash Receptacle		
10) Signage (include detail)		
I. Grading and Drainage Plan		
1) 2' Contour Intervals, Spot Grads as Necessary		
2) Stormwater Management Locations		
3) Resource Area Delineation		
4) Floodplain Area		
5) Limit of Work Delineation		
6) Erosion Control		
J. Utility Plan		
1) Sewer		
2) Water		
3) Hydrants/Fire Alarm		
4) Electric		
K. Architectural Plans		-
1) Floor Plans		
2) Elevations		
3) Color Rendering		
L. Landscape Plan	-	
1) Limit of Work Delineation		1
	-	-
3) Plant List with Key to Plan		
4) Screening	-	
5) Parking Lot		
6) Street Trees	-	
7) Snow Storage Areas		
8) Recreation Area	-	
9) Open Space Area	-	
10) Resource Area Delineation		
11) Detention/Retention Areas	1	
M. Photometric Plan		
Location and Specification for Proposed Outdoor Lighting		
(free-standing and building mounted)		
2) Predicted Lighting Levels Based on Proposed Fixtures		
3) Detail Sheet		
N. Construction Details		
1) Roadway/Driveway Apron Profiles/Cross Sections		
O. Drainage Calculations (Compliance with MassDEP		
Stormwater Regulations)		
P. Traffic Study		

	Provided	Waived
A. Project Narrative		
B. Photographs of Existing Site or Area to be Altered		
C. Site Plan		
D. Plot Plan		
E. Sketch		
F. Plain White Envelopes Labeled with Abutters Address (no return address)		
G. Other (as deemed appropriate by the Town Planner)		

Adopted by the CPDC on May 18, 2015.



Town of Reading

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Community Planning and Development Commission

APPLICATION AND REQUIREMENTS

Site Plan Review and Minor Site Plan Review Section 4.6. of the Reading Zoning Bylaws

Applicability:

The following types of activities and uses require Site Plan Review by the CPDC:

- a. Exterior Alteration of 500 square feet of horizontal or vertical area or more;
- b. Construction or expansion of a Parking Lot involving 15 spaces or more;
- c. New Construction or a change of use requiring the creation or addition of 15 or more parking spaces.

The following types of activities and uses require Minor Site Plan Review by the CPDC:

- a. Interior Alteration of 2,000 square feet or more;
- b. Minor Exterior Alteration of 500 square feet of horizontal or vertical area or more that is limited to doors, paint, awnings, railings, step replacement, handicapped ramps or building code compliance measures;
- c. New construction or a change of use requiring the creation or addition of fewer than 15 parking spaces;
- d. New construction or a change of use to an existing institutional, commercial, or multi-family structure.

Exemption from Site Plan Review: Single Family and Two Family dwellings structure and routine maintenance or in-site replacement of buildings are exempt from Site Plan Review.

Procedures:

Site Plan Review:

Applicants for site plan approval shall submit fourteen (14) copies of the site plan, application, and supporting materials in accordance with the Checklist for Site Plan Review to the CPDC through the Town Planner's office for review, and within three (10) days thereafter request a determination from the Town Planner on completeness of application. The Town Planner shall make a determination of completeness within thirty (10) days of receipt of such application. For details on the Checklist for Site Plan Review, Applicants shall refer to the adopted Site Plan Review Guidelines, Regulations and Standards.

Minor Site Plan Review:

Applicants for Minor Site Plan Review shall submit eight (8) copies of the application, project narrative, photographs of the existing site or area to be altered, a rendering, site plan, plot plan or sketch and other supporting material in accordance with the Checklist for Minor Site Plan Review to

the CPDC through the Town Planner's Office. Projects subject to Minor Site Plan Review may be eligible for administrative approval if the proposed construction, expansion or alteration will not result in any adverse impact or surrounding areas. For details on the Checklist for Minor Site Plan Review, Applicants shall refer to the adopted Site Plan Review Guidelines, Regulations and Standards.

Property Address	Assessor Map	Lot
Name of Applicant		
Address of Applicant		_
Email address		
Phone/Fax numbers		
Name of Owner (if not applicant)		=
Address		=
Email		
Phone/fax		- -
Name of Engineer		_
Firm		_
Address		_
Email		=
Phone/fax		_
Name of Attorney		-
Firm		
Address		-
Email		
Phone/fax		
Name of Architect		
Firm		
Address		<u></u>
Email		_
Phone/fax		_
Current Use of the property:	,	_:
Proposed Use of the Property		
Brief Description of Project		

Estimated	construction cost of	of the project \$		
		_	# parking spaces provided	
	nit Requirements (list date Commission			
Zoning Relief				
Public Works				
Board of Select	men			
Board of Healt	h			
Historical Con	nmission			
State Permits:	DEP			
	MHD			
21E filing	•			
	ments, liens, mortgages, re :			
Plan Review	ite Plan Review: That in and all attachments had been been been been been been been bee	nave each been enclo nave been marked as	te copies of this application, Checkli sed in one envelope, have been deliv follows: Building Inspector Conservation Commission	st for Site vered to the
	Fire Department Police Department		Health Department	
Two each to: Town Five each to: CPD	n Planner			
In addition,	one (1) full copy is to	be delivered by the then to deliver a rec	Applicant to the Board of Health, as eipt from the Board of Health to the	a separate Town
	<u>r Site Plan Review:</u> Th nclosed and delivered		copies of this application and all attes Department.	achments
all other par	she has delivered the C rties of interest, togeth o each of the above.	Certified List of Abut er with a stamped, p	ters within 300 feet of the subject problain (NO RETURN ADDRESS) enve	operty and lope
4. That he/s in the amou			ertified check for the required Applic equired for Minor Site Plan Review)	cation Fee

- 5. That he/she understands and hereby agrees that, in addition to the Application Fee identified in Paragraph 2 above, if the Community Planning and Development Commission, in the course of its review of this application, determines at its sole and absolute discretion that review of all or any part of this proposed project by (an) outside, independent consultant(s) of the Commission's sole choosing is necessary for proper evaluation of this project or its possible effects on any matter of public interest, that he/she shall immediately provide to the Department of Community Development of the Town of Reading (a) certified checks(s) payable to the consultant(s) in an amount equal to the estimated cost of the consultant services, and that he/she further understands and hereby agrees that the Town of Reading shall issue no Certificate of Occupancy for this project until any and all such consultant fees which have been duly imposed subject to Site Plan Review Rules and Regulations have been paid in full;
- 6. That he/she understands and hereby agrees that no Building Permit shall be issued by the Town of Reading until this Application is approved or approved with modifications and/or conditions, that no Certificate of Occupancy shall be issued until the project has been duly certified as completed in full accordance with approved plans, or has been bonded to the Town by the Applicant to guarantee such completion, and that the subject property shall not be occupied or used until said Certificate of Occupancy is issued, or such bonding provided;
- 7. That he/she understands and hereby agrees that pursuant to law, notification of this Application and required public hearing(s) must be placed in a local newspaper at the Applicant's expense.

Applicant's signature	Date:
Date of Application Receipt:	
This application is Complete in accordance with Sauthorized for filing with the Town Clerk:	Section 4.6.4.1.B of the Reading Zoning Bylaw and
Town Planner, as Clerk to CPDC	Date:

Estimated Cost of Construction: For the purposes of this application the Building Inspector shall make the determination of the Site Plan Review application fee based upon the following fee schedule:

Estimated Cost of Construction (ECC): Filing fee:

Less than \$500,000>>>>>>>> \$10 per \$1,000 of ECC